



MASTER FILE  
DEPARTMENT OF THE NAVY  
NAVAL AMPHIBIOUS BASE LITTLE CREEK  
2600 TARAWA COURT SUITE 100  
NORFOLK, VIRGINIA 23521-3297

IN REPLY REFER TO:

NAVPHIBASELCREEK/  
MLRPUBSAFETYINST 12410.1A  
N02Q  
16 Feb 99

NAVPHIBASELCREEK/MLRPUBSAFETY INSTRUCTION 12410.1A

Subj: CIVILIAN LEADERSHIP DEVELOPMENT PROGRAM

Ref: (a) SECNAVINST 12410.24  
(b) CINCLANTFLTINST 12410.1  
(c) COMNAVBASENORVAINST 12410.3

Encl: (1) CLD Nomination Form  
(2) CLD Enrollment/Progression Form

1. Purpose. To establish policy and procedures for the coordination, implementation, and monitoring of a Civilian Leadership Development (CLD) program within Naval Amphibious Base Little Creek (NAVPHIBASE LCREEK)/Mid-Atlantic Region Public Safety (MLRPUBSAFETY). Changes to this instruction constitute a major revision; therefore, additions, deletion, or changes are not individually marked.

2. Cancellation. NAVPHIBASELCREEKINST 12410.1 is hereby cancelled and superceded.

3. Background. References (a) through (c) provide guidance on the framework for designing CLD programs. The framework affords leadership training to employees at the GS-09 through GS-15 and equivalent grade levels. The goal is to improve the leadership skills and competencies of key civilian managerial personnel. Key features of the program are mentoring, training, and developmental assignments. The framework establishes guidelines that provide supervisors and program participants opportunities to develop professionally and to expand leadership competencies through various formal and informal instructional methods.

4. Policy

a. Program participants will reflect workforce diversity. Opportunities for leadership training will be extended to employees without regard to race, color, sex, religion, national origin, age, and mental or physical disabilities. In addition to GS-09 through GS-15 employees' eligibility for the program, leadership training may be afforded to selected employees at the GS-07 level and below who have demonstrated leadership potential.

b. To request enrollment in the CLD program, each applicant must complete a nomination form (enclosure (1)), which includes the selection of a mentor. Upon acceptance into the program, an extensive skills assessment must be conducted to establish a baseline for an Individual Leadership Development Plan (ILDP).

MASTER FILE

The assessment will identify leadership strengths/development needs based on CLD continuum, which form the basis for the ILDP.

c. Directors/Department Heads will invest necessary time and funds (from existing budgets) to afford selected employees the opportunity to develop professionally toward the attainment of leadership competencies.

d. Leadership competencies can be attained from formal training programs, assignment to special projects, rotational assignments, shadowing assignments, and other career development programs.

4. Program Responsibilities. References (a) through (c) direct the implementation of the CLD program. Responsibilities for the CLD program efforts are as follows:

a. Commanding Officer/Program Manager (CO/PM)

(1) Ensure a Command CLD Advisory Board is established which will ensure the intent of the program is maintained and provide senior oversight and coordination of the program. Membership shall consist of the CLD Administrator (Chair) and representatives from each department. A representative from Human Resource Office Norfolk as a ad hoc member is recommended. The Advisory Board shall be responsible for recommending policy and reviewing all nominations for participation in the program.

(2) Review and approve all nominations for the CLD program.

(3) Consider leadership competencies in the selection of supervisory/managerial/executive level positions.

b. Supervisors. Review and approve nominations for CLD participants, forwarding recommendations to the CO/PM for approval utilizing enclosure (1).

c. CLD Administrator

(1) Establish a financial tracking system to track funds expended in support of the CLD program.

(2) Utilize enclosure (2) to track accomplishments of CLD program participants.

(3) In concert with HRO and supervisors/managers, identify managerial/supervisory positions to be announced under CLD and conduct job analyses of CLD positions to identify pertinent CLD competencies. Position descriptions must be rewritten to include competencies required.

(4) Report annually to COMNAVBASE Norfolk on program accomplishments by 15 December as follows:

- (a) CLD participation by series and grade.
- (b) Number of mentors.
- (c) Number of courses enrolled/completed.
- (d) Number and types of rotational assignments.
- (e) Number of selections made using defined competencies as selection criteria.
- (f) Number of advancements accomplished by participants.
- (g) Costs of tuition or training per participant.
- (h) Costs of travel.

d. Human Resources Office, Norfolk. Assist the CLD Administrator in developing and maintaining an effective program. Specific responsibilities include:

- (1) Ensure leadership skills and competencies are incorporated into the knowledge, skills, and abilities portion of vacancy announcements for supervisory or managerial positions.
- (2) Track personnel enrolled in CLD program in the Defense Civilian Personnel System DCPS.
- (3) Assist with the design of individual leadership development plans for program participants.

W. C. WRIGHT, Sr.

Distribution:  
NAVPHIBASELCREEKINST 5216.2N  
List 1 - Case B, C, D

Stocked by:  
Commanding Officer  
Naval Amphibious Base Little Creek  
2600 Tarawa Court, Suite 100  
Norfolk VA 23521-3297

CLD NOMINATION FORM

NAME \_\_\_\_\_

POSITION TITLE/GRADE/SERIES \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

Please provide a brief description of why you would like to participate in the CLD program and what leadership skills you currently possess or would like to achieve. Include self-development opportunities, special projects and any special assignments which demonstrate leadership potential.

SUPERVISOR'S SIGNATURE \_\_\_\_\_

MENTOR'S NAME \_\_\_\_\_

DEPARTMENT HEAD/DIRECTOR'S SIGNATURE \_\_\_\_\_

CLD ADVISORY BOARD RECOMMENDATION \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

CO/PM'S APPROVAL/DISAPPROVAL \_\_\_\_\_

## CIVILIAN LEADERSHIP DEVELOPMENT ENROLLMENT/PROGRESSION FORM

NAME: \_\_\_\_\_ DEPT: \_\_\_\_\_

POSITION TITLE: \_\_\_\_\_

GRADE/SERIES: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

MENTOR: \_\_\_\_\_

Date of 360 Degree Assessment: \_\_\_\_\_

ILDP Prepared: \_\_\_\_\_

Courses Taken	Completion Date	Costs
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Rotational Assignments/Dates:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_